
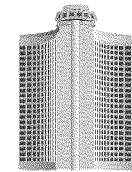
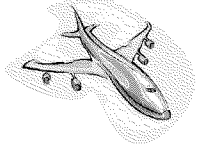


REQUEST FOR TRAVEL AUTHORIZATION

Description of Options in the 'Select an Option' list: **EXIT WITHOUT SAVING:** Closes the form without saving any changes that may have been made to the form. **SAVE AND EXIT:** Saves the form data as a 'Draft' version and returns to the list of forms. The form is then listed under the draft link. **SAVE:** Saves the form data and returns you to the form to continue editing. **SUBMIT:** Submits the form with data to the workflow process. The form is listed under the submitted link. **EMAIL ME A COPY:** Emails a PDF version of the form to you. **ADD ATTACHMENTS/VIEW ATTACHMENTS:** User can add or view attachments associated with the form. **APPROVE:** Saves the form and marks that you approved it and then you are able to move the form to the next reviewer. **DISAPPROVE:** Saves the form and marks that you disapproved it. **REROUTE:** Reroutes the form to another reviewer without approving the form. The form stays at the same review level. **COMPLETE:** Saves the form and marks it complete. Ends (or completes) the workflow process and changes the forms status to complete.

TRAVELER	James Johnson	DATE OF REQUEST 03/16/16
DATE(s) OF TRAVEL	DEPART: (date & military time) 04/11/16 7:00 am	RETURN: (date & military time) 04/15/16 5:00 pm
DESTINATION (S)	St. Louis, MO (Westlake Landfill Site)	
PURPOSE OF TRIP/ MEETING INFO.	Mission critical activities required to oversee PRP contractors working 12 hour days to expedite the NCC, vegetation clearing, RIM sampling, drilling & assessment activities.	
MODE(s) OF TRAVEL: POV ____ GOV <input checked="" type="checkbox"/> RENTAL CAR ____ FLIGHT ____ MOTORCYCLE ____ (check applicable) Please check here if you need reservations made for you. ____		
Rental Car/Other 	Justification for use of Rental Car: Pick up at the TLC	
	Pick up date: _____ Return date: _____	Other Mode Info: _____ Confirmation #: _____
Hotel Reservations Guaranteed late arrival 	HOTEL NAME Embassy Suites St. Louis Airport	
	ADDRESS 11237 Lone Eagle Drive	
	CITY: Bridgeton	STATE: MO ZIP: 63044
	PHONE NUMBER (314) 739-8929	
	CONFIRMATION # 88340512	
	RATE/NIGHT \$ 125.00	\$ tax
Check in date: 04/11/16	Room Preference (check one) Smoking ____ Non Smoking <input checked="" type="checkbox"/>	No Preference <input checked="" type="checkbox"/> 2 DBL ____ KING ____ QUEEN ____
Check out date: 04/15/16	Need Reservations Yes ____ No ____	
Justification for 150 percent hotel		
	Requested Departure Time	
	Requested Arrival Time	
	Requested Return Time	
	Requested Arrival Time	
Justification for use of non-contract carrier:		
Special Instructions: **If your travel plans change you are responsible for calling the hotel to cancel the reservation.		
If you are in travel status-please call SATO directly if you need to change your airline reservation. Phone numbers are listed on your airline itinerary.		
R7 TOLL FREE VOICE MAIL: 1-800-848-4568		

Is the travel site-specific? YES ☒ NO ☐ (If YES, complete section below)

Site-specific travel under Superfund ☒ , Oil ☐ , Other ☐

Example	Site Name (20 character text)	Site ID # (4 digits)	Action Code (2 digits)	Operable Unit (2 digits)	Percentage (must total to 100%) (3 digits)
	10th Street	07CS	RV	02	100
	WLLS - NCC	07WG	RS	00	00

SIGN

Traveler signature: CN=James Johnson/OU=R7/O=USEPA/C=US

Date: 03/16/2016

If you are the Traveler sign above. Then choose Submit to move the form onto the Supervisor. If you are preparing the form for the Traveler do not sign here – choose Submit, and then check 'Make the next reviewer the author of this form' under 'Prepared Form for Next Reviewer:'

SIGN

Supervisor : CN=Kenneth Buchholz/OU=R7/O=USEPA/C=US

Date: 03/21/2016

If you are the Supervisor sign above. Then choose Approve and route the form to the Budget Approval. Alternatively, choose disapprove to end the workflow.

Budget Information (to be completed by Budget)

FY	Fund Code	Budget Org	PRC	Site Project Code
2016	T	07WG	303DC6	0714BB01

SIGN

Budget Approval: CN=Teri Hankins/OU=R7/O=USEPA/C=US

Date: 03/22/2016

If you are the Budget Approval sign above. Then choose Approve and route the form to the Division Approval if required. Alternatively, choose disapprove to end the workflow.

SIGN

Division Approval:
(if required)

Date:

If you are the Division Approval sign above. Then choose Complete to end/complete the form. Alternatively, choose disapprove to end the workflow.

Audit Trail for Travel Request Form

PDF Name: TravelRequestFormv2.pdf

Form Number: R7TravelReq

Document Identifier: R7TravelReq-16076123158-JJ

SUBMITTED on 03/16/2016 at 12:36:42 PM by CN=James Johnson/OU=R7/O=USEPA/C=US

APPROVED on 03/21/2016 at 04:05:00 PM by CN=Kenneth Buchholz/OU=R7/O=USEPA/C=US

COMPLETED on 03/22/2016 at 08:26:56 AM by CN=Teri Hankins/OU=R7/O=USEPA/C=US